



AMERICAN EMBASSY, NEW DELHI, INDIA
VACANCY ANNOUNCEMENT FOR RESIDENCE MANAGER
AT
AMBASSADOR'S RESIDENCE

VACANCY ANNOUNCEMENT NUMBER – 14-053

OPEN TO: All Interested Candidates

POSITION: Residence Manager, Ambassador's residence*

OPENING DATE: August 6, 2014

CLOSING DATE: August 21, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: *The hired employee will be paid by and work under contract with the Principal Employer. S/he will not be an employee of the United States Government.

The Ambassador's Residence at the U.S. Embassy in New Delhi is seeking an individual for the position of Residence Manager.

Only applicants who are selected for the interview will be contacted.

BASIC FUNCTION OF POSITION

Overall responsibility of managing and running the residence with high levels of service and hospitality offered during events, visits and daily operations.

- Handle the planning and coordination of representational events working closely with the Protocol Assistant in relation to scheduling and guest lists; includes staffing, furniture requirements, menu preparation, table/seating arrangements, ordering and purchasing necessary items, supervising deliveries/caterers/contractors and orchestration of all events.
- Ensure high standard of food, service, and hospitality offered to guest(s) and during events.
- Oversee staff in the preparation of all food served, food storage and service, food handling and sanitation procedures, and compliance with health and safety standards, including cleanliness.

- Be present for official and social events to oversee operations and ensure smooth running of events.
- Work with other offices of the mission to proactively maintain and manage Roosevelt House.
- Establish daily routines and upkeep of the residence by supervising and managing the residence team.
- Manage inventories of official china, glassware and silverware; kitchen supplies and food stocks; representational and other drinks; cleaning and other household supplies; linens and other supplies. Ensure timely procurement of supplies to maintain inventories at working level.
- Maintain petty cash and residence account records.
- Manage all household expenses, control and account for funds. Coordinate shopping, compile receipts, and track expenses.
- In coordination with Ambassador's Office Manager, prepare representational vouchers, after reviewing for accuracy before submitting for Ambassador's signature.
- Ensure the employees working at the Ambassador's residence have suitable working conditions and what they need to do their job, leave plans are approved in an equitable manner while maintaining coverage of the residence, professional development and/or cross-training opportunities are encouraged, and disciplinary issues are brought to the attention of appropriate officials.

QUALIFICATIONS & SKILLS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. College degree/diploma in hospitality or a management field preferred.
2. Five years of job-related experience.
3. Excellent interpersonal skills to ensure proper etiquette and protocol are used when dealing with VIPs and other guests.
4. Knowledge of international and local cuisines, as well as cultural dietary restrictions in order to prepare a variety of appropriate menus.
5. Ability to handle a full spectrum of responsibilities for formal and informal dinners, luncheons, breakfasts and receptions.
6. Must have cash management and accounting skills in order to maintain household records, take inventory, and process reimbursement vouchers.
7. Knowledge of table arrangements, settings and seating charts.
8. Computer and Internet research skills.
9. Fluency (read/write/speak) in English. Knowledge of Hindi is desirable.

TO APPLY

Interested applicants for this position should submit the following:

1. A current resume or curriculum vitae that provides the below information, **plus**
2. Any other documentation (e.g., certificates, awards) that addresses the qualification requirements of the position as listed above.

The resume or curriculum vitae must include the below information.

- A. Position Title
- B. Vacancy Announcement Number

- C. Date of Birth
- D. Place of Birth
- E. Citizenship
- F. First, Middle, & Last Names as well as any other names used
- G. Current Address and phone numbers
- H. If foreign national, eligibility to work in India (work/residency permits should be attached)
- I. List any relatives or members of your household that work for the U.S.
Government (include their Name, Relationship, & Agency, Position, Location)
- J. Education
- K. License, Skills, Training, Membership, & Recognition
- L. Language Skills
- M. Work Experience
- N. Notice period to current employer
- O. References

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office
Attention: HRO
Shantipath, Chanakyapuri
New Delhi 110 021

or

FAX: 2419-8056

Or

E-mail: NewDelhiOREVacancies@state.gov

POINT OF CONTACT

Telephone: 2419-8716

Please insert “**Application for Residence Manager, Ambassador’s Residence**” in the Subject of the E-mail for electronic submission; or on the envelope, in case of print copy submission. Applications without the position title “Residence Manager, Ambassador’s Residence” will not be accepted.

CLOSING DATE FOR THIS POSITION: (August 21, 2014)